



Parent Handbook—Please Keep For Your Records

The Recreation Enrichment And Learning (REAL) PROGRAM IS AN EXCITING program designed to provide activities for your child at a reasonable cost. REAL is a cooperative venture of the Lexington-Fayette Urban County Government Division of Parks and Recreation and selected Fayette County Public Schools. It offers student enrichment opportunities to include educational support, positive socialization skills and a variety of leisure activities. This handbook has been designed to provide you with important information and the policies of the REAL program.

Administration and Staff

REAL is administered through the Lexington-Fayette Urban County Government Division of Parks and Recreation. Each REAL site is staffed with a site director who has (or is working towards) a degree in education, recreation, psychology or a closely related field. This person is responsible for close communication with the school principal, staff and participating students. The site director will also ensure quality in program curriculum and will provide continuity between the REAL activities and regular school policies with regard to student conduct.

Program staff will include school staff, college students and other individuals skilled in various leisure activities. These individuals will program the daily activities and provide the recreational support. REAL will maintain a student to staff ratio of 15-1. All site personnel will receive adequate in-service training prior to employment.

Activities

Both indoor/out door learning opportunities are provided with time for active play as well as time to relax, read, and participate in quiet activities. We provide a nurturing environment yet encourage independence associated with adolescence. Activities include arts and crafts, recreational games, homework assistance, active play, and nature activities.

Costs and Payment Information

- A \$25 registration fee is due with the application for the school year. The maximum registration fee per family is \$50.
- **Payments are due each Monday**
- Fees are no longer collected on site and must be paid on-line.
- **Charges are based on enrollment and not attendance.**
- All payments must be made on www.myprocare.com by signing in with your email address that you have on file with REAL.
- A late fee of \$15.00 is assessed to all accounts where payment has not been received by 6:00 p.m. on Wednesday.

• The rates are:	AM Only	\$30.00	PM Only	\$30.00	AM & PM	\$60.00
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- Please keep your weekly fees current. Your child could lose his/her spot in the program due to a



delinquent account.

- **A late fee of \$15.00 is assessed to all accounts where payment has not been received by 6:00 p.m. on Wednesday.**

Tuition pays for direct operating costs of the program. When you enroll, you are reserving the staff, space and provisions for your child(ren). Therefore, you are responsible for payment whether or not your child attends; this includes records days, conference days, snow days, etc. Written notice must be submitted to the REAL site two weeks prior to a child's last day of attendance. Reentry into the program at a later time will be available only if space permits. If you drop the program without adequate notice, your account will be charged accordingly and you will not be able to re-enroll until this is paid. Any check returned for insufficient funds will be handled ONLY by the LFUCG Legal Department and will include additional fees.

We do not offer Full Days or Snow Days for REAL Students.

- **If school is on delay REAL will not operate that morning.**
- **In the event of early dismissal, staff will NOT be at the school to meet the children.**

Please note that the parent or guardian who signs the REAL application is responsible for payment. In the event of shared custody we must be notified of specific billing arrangements before your child starts the program. We are unable to split accounts without a court order. Some cases there may need to be an application from each guardian/parent if weekly tuition is paid separately.

Holidays/Program Closings

REAL will be closed on all holidays observed by the Lexington-Fayette Urban County Government. No fees are assessed for these days:

Labor Day / Thanksgiving Holiday / Christmas Holiday / New Year's Day / MLK Day / President's Day / Memorial Day

The program will also be closed for training between the end of the school calendar and the start of summer camp for training.

Arrival & Pick-up

An adult (minimum of 16 years old) must sign each child in and out of the REAL program. Failure to sign in or out can result in the termination of REAL services. Parents must enter their child's departure time on the sign in/out form. Parents/Guardians or an authorized person must accompany the child from the REAL site. Closing time is 6:00 p.m. **Should a child be picked up after the closing time, the parent or guardian is assessed a penalty of \$5.00 at 6:05 p.m. A \$5.00 charge for every additional 5 minutes late per child will be added to the weekly fee.** This fee is to be paid when the child is picked up. If not paid at time of pick-up, it will be added onto the next weekly tuition fee. After 6:00 p.m., if a parent has made no contact, a responsible party from your emergency contact list will be contacted to come to the site and pick up your child. If no one is available from your emergency list, the local police will be contacted at 6:30 p.m. and the child will be taken into protective custody until a parent can be located. **Failure to pick up your child by 6:00 p.m. on a regular basis is grounds for dismissal from the REAL program.**



Illness

ESP cannot provide for sick children. Please do not send your child to the program if they are ill. We are concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible in the event that they become ill at the program. If your child has a fever of 100.4° or greater, the child will not be allowed into the program and must be picked up within an hour of being notified. If you or your child has been in contact with someone diagnosed with or having COVID symptoms, for the safety of others, please to not have your child attend.

Behavior Management

Standards of behavior in the REAL sites parallel those in the school classroom. Children are expected to respect the staff and to follow the rules. All rules are directed toward avoiding injury to persons or property while insuring fairness. To insure a safe, courteous and positive environment, it is necessary to firmly deal with unacceptable behavior. Discipline in REAL is assertive rather than aggressive. A disruptive child may be removed from a group situation to regain self-control or be denied a privilege. The goal of the program is for children to accept responsibility for their own behavior, both the rewards and consequences. Any form of discipline that would impair a student's self respect is avoided. In the event that a child's behavior endangers another's welfare, is destructive to property, or disrespectful to authority, they will be given a discipline referral with a copy given to the parent. In the event that the site director deems it necessary, parents may be called to pick up their child immediately. Four discipline referrals during the school year will result in the child being dismissed from the program, followed by a 6-month ineligibility to re-enroll. Please help us provide a safe, courteous environment for all students and staff by emphasizing appropriate behaviors at home and by supporting the REAL staff in the event that a discipline problem may arise. Our goal is to assist children in learning to take responsibility for their actions and receive the natural rewards and consequences that their actions may bring. Behavior management is a day-to-day lesson in learning to make correct choices as well as learning how to interact positively with both children and adults. REAL reserves the right to dismiss your child from our program in the event that their behavior threatens the safety of our staff and/or the other children in the program. We do not tolerate bullying of any kind.

Emergency Situations

In the event of an emergency or natural disaster, the following procedures will be in effect. All children will follow the school site disaster plan that is posted. All children will be kept at the school until they are picked up by the parent or other authorized person. A person authorized by the parent to pick up a child will be asked to present identification to the staff. Should it be necessary to evacuate children from the school, the evacuation site will be posted on the school door and every effort will be made to contact parent or guardians. Staff members will remain at the site with the children until they are released to the parent or authorized person. Please keep the emergency information sheet in your child's file current to assist the REAL staff in the event of any emergency.

REAL Civility Policy

It is the intent of The REAL Program to provide a positive environment for socialization as well as learning. To that extent, every adult that comes through the doors becomes a role model for positive socialization skills and effective problem management. The REAL Program reserves the right to deny service to any child whose family members or associates do not exhibit the appropriate behavior for an environment of growth and learning. All parents and associates are reminded that displays of anger,



inappropriate behavior, and physical abuse can result in the termination of services to that entire family. The first infraction will be greeted with a warning to inform the family that a second infraction will result in termination of services. The REAL management staff reserves the right to determine what constitutes an infraction. Swearing, threatening gestures, raised voices, and intoxication are several good examples. Serious infractions may be referred to the proper authorities.

Tax Information

The Lexington-Fayette Urban County Government tax ID number is 61-0858140. The address for Parks and Recreation is: 545 North Upper Street, Lexington, Kentucky 40508. We will not automatically send out yearly statements. Tax information will only be given to the parent or guardian who signed the REAL application.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL THE PARKS & RECREATION REAL OFFICE AT (859) 288-2929.

OUR OFFICE IS OPEN MONDAY – FRIDAY FROM 9:00 A.M. –5:30 P.M.

PLEASE VISIT OUR WEBSITE AT: WWW.LEXINGTONKY.GOV

